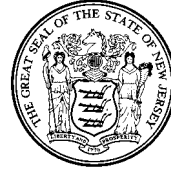




NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION  
WATER SUPPLY ADMINISTRATION  
**BUREAU OF WATER ALLOCATION**  
P.O. Box 426  
TRENTON, NEW JERSEY 08625-0426  
(609) 292-2957



## **CONTRACT APPROVAL APPLICATION GUIDELINES**

These guidelines have been prepared by the Bureau of Water Allocation (Bureau) to assist in the preparation of a Contract Approval Application Package (CAAP). The CAAP has been developed to provide the necessary information which will allow the Bureau to approve/deny contracts pursuant to N.J.A.C. 7:19-7 et seq. If you have questions regarding the application requirements or other requested information you should contact the Bureau at (609) 292-2957.

Contract approvals are required to ensure that the safe yield of a permittee's sources of supply and/or allocations are not exceeded as a result of contractual obligations. It also helps the Bureau to assess the regional water supply situation. A complete CAAP consists of the completed application form, a copy of the proposed contract (or executed for existing), and for each party to the contract who holds an allocation permit, a copy of their Water Conservation and Drought Management Plan (if such plan or update to the plan has not been previously filed).

The application form consists of three parts: Part A-General Information, Part B-Buyer Information, and Part C-Seller Information.

Part A requires general information regarding the contract including the names and addresses of the parties involved, the length of the contract, the quantity of water involved, its costs, and the source of the water.

Part B requires information pertaining to the buyer including the associated allocation permit (if any) and related allocations, existing purchases and system storage, water demands, any other contracts or agreements for the sale or purchase of water along with their terms, and a listing of all existing and proposed interconnections along with their operating parameters.

Part C requires the same information as in Part B but pertains to the seller.

All CAAPs are to be submitted by the party selling the water. CAAPs for new or proposed contracts should be submitted two months prior to executing the contract. CAAPs for existing contracts should be submitted as soon as the package can be compiled. Once a complete CAAP is received the Bureau will forward a copy of its preliminary findings on the contract for your review. Upon receipt of your comments a final decision on the contract will be issued.

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**CONTRACT APPROVAL APPLICATION**

**PART A – GENERAL INFORMATION**

(Check one)    ☐ New Contract    ☐ Contract Renewal    ☐ Contract Modification

1.     Contracting Parties – Seller: \_\_\_\_\_  
\_\_\_\_\_  
(Names & Addresses)    \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

                         Buyer: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2.     Contract Length:                      Effective Date \_\_\_\_/\_\_\_\_/\_\_\_\_                      Expiration Date \_\_\_\_/\_\_\_\_/\_\_\_\_

3.     Quantity of Water    \_\_\_\_\_ mgd                      \_\_\_\_\_ mgm                      \_\_\_\_\_ mgy

4.     Price of Water:                      \_\_\_\_\_

5.     Source of Water being contracted for: \_\_\_\_\_

**PART B – BUYER INFORMATION**

1.     Water Assets:                      Water Allocation Permit No. \_\_\_\_\_  
                         Allocation:    \_\_\_\_\_ gpm                      \_\_\_\_\_ mgd                      \_\_\_\_\_ mgm                      \_\_\_\_\_ mgy  
                         Purchases:    \_\_\_\_\_ gpm                      \_\_\_\_\_ mgd                      \_\_\_\_\_ mgm                      \_\_\_\_\_ mgy  
                         Storage:        \_\_\_\_\_ mg

2.     Water Needs:                      \_\_\_\_\_ mgd                      \_\_\_\_\_ mgm                      \_\_\_\_\_ mgy

3.     Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount	Effective Date	Expiration Date

4. Interconnections:

Name of Party	No.	Size	Use	Capacity

**PART C – SELLER INFORMATION**

1. Water Assets: Water Allocation Permit No. \_\_\_\_\_  
Allocation: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy  
Purchases: \_\_\_\_\_ gpm \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy  
Storage: \_\_\_\_\_ mg
2. Water Needs: \_\_\_\_\_ mgd \_\_\_\_\_ mgm \_\_\_\_\_ mgy

3. Existing Contracts:

Name of Party	Sell or Purchase	Contract Amount	Effective Date	Expiration Date

Total contracted water demands: \_\_\_\_\_ mgd (peak)

4. Interconnections:

Name of Party	No.	Size	Use	Capacity

Prepared by \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Telephone No. \_\_\_\_\_

**NOTE:** A copy of the proposed/executed contract must be attached